



## PACKING OPERATIVE

### MAIN FUNCTION OF JOB

Producing, filling, assembling and packing product.

### RESPONSIBILITIES

1. Production operations (normally reporting to the Production Manager):
  - Production of bulk product from raw materials working to written work instructions.
  - Filling approved bulk products into containers for sale, working to written instructions.
  - Sampling finished product to the lab for Q.C. testing.
  - Picking from stock for production and filling.
2. Packing operations (normally reporting to the Operations Manager):
  - Labelling of filled products and assembly of finished products and final packing for despatch, working to written instructions.
  - Picking from stock for labelling and assembly.
  - Assisting OpM with arranging carriage and despatches to customers.
  - Label printing.
3. Assisting with periodic stock checks and annual stock-take.
4. Deputising for other Production Department staff as required.
5. Completion of manufacturing, filling, packing, stock control, despatch, plant maintenance, cleaning, etc. records and documents as the work proceeds.
6. Working in a safe, orderly manner with regard for the safety of others and in accordance with company health and safety policy and procedures. Working in accordance with Procedures Manual and general company procedures and Work Instructions.
7. Helping to maintain the factory, raw material stores, packing areas and warehouse in a clean and tidy condition. Operation of and care and maintenance of production, packaging and warehouse equipment in a clean, serviceable condition.
8. Informing the Production Management of any ideas for potential improvement in safety, training, procedures, products, etc.